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ABSTRACT

This guide is designed to help adults who read at a low level to find and keep a job. It is organized into six units that cover the following: (1) how to start a job search; (2) where to find out about jobs; (3) how to apply for jobs; (4) what to say in an employment interview; (5) what to do while waiting for a job offer; and (6) how to fit in at work. The units are subdivided into short information sheets followed by questions for students to answer in order to assess their attitudes, abilities, and values. The guide is set in large type and uses a low-intermediate level vocabulary. Some of the information in the guide refers specifically to Missouri. (KC)

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STRONG AND ABLE

How to Find a Job and Keep It

by Ramona Taylor
Edited by Eric Vesper

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FORWARD

In the line-up of states that will go into the year 2000 with a lack of good workers, Missouri stands in the middle--26th place out of 50. Average sounds O.K., but not when you remember that we lie on the New Madrid Fault Line of literacy skills: whichever way we move will change the direction of the river of our progress.

Unless we now labor to prepare our citizens for tomorrow's world, Missouri's strength as a state and voice in U.S. affairs will weaken. Today, Missouri has an 11% functional illiteracy rate, with 75% of the chronically unemployed and 85% of its prisoners being unable to read or write well enough to find a job, let alone keep one.

This book, therefore, proposes to help Missouri's functionally illiterate citizens to break their cycle of poverty and dependence by explaining to them how to determine their immediate job needs and their current skills, and how to apply for, interview for and succeed at a job. Each unit is self-contained so that students may attend classes as they are able.

Thanks to the generosity, encouragement, and effort of Diana S. Schmidt, Executive Director of Literacy Investment For Tomorrow--Missouri (LIFT-MO), Dr. Tom Schnell, Chairman of the University of Missouri--St. Louis' Department of Elementary and Secondary Education, and the staff of LIFT-MO, this book has been printed.

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UNIT ONE
Where Do You Start?

When you need a job, the first thing you may try to do is buy a paper, find every ad that you like, and go everywhere you can to ask for work.

Is this a good idea? Every job sounds good when you have to have a job now! But if you do not think about what you like to do, what you can do, and when you can work, you may have to give up a job you get if it is too far away or asks you to do chores that you do not know how to do.

So if you look at the way you live, you can pick a job you want that fits in with your style of living.

What do you need to think about?

A. How will you get to work?

Will you ride a bus, drive a car, or get a ride?

If you ride a bus, you will have to work at places at or near your bus stop and work only those hours when the buses run. You may have to leave home early to get the bus, too.

If you drive a car, you can go more places to look for work. But gas, oil, and tires cost a lot. You will need to make more money to pay for them.

If you get a ride, you will need to ride with a person who will always get you to work on time.

When you are late, you PAY. You may have to give up money from your check, a chance at a better job or pay raise, or the friendship of your boss.

You can even lose your job, by law, if you do not start work on time.

To do well, pick a way to get to work that will let you be on time, or even a little early. You will do well this way.

QUESTIONS

1. How will you get to work?

2. What hours can you work, then?

3. How will you make sure that you will be on time?

B. When and where do you like to work?

If you like to stay up late or go to bed early, you may want to pick a job that lets you work when you like to be awake.

So, if you want to work as a late-night cook, you will want to find a place to work that is open late or all night. Or if you want to come home before 3 p.m., you could work as a breakfast cook.

You may like to work outside or inside. People who work outside may work as guards, grounds keepers, or construction workers. People who work inside may answer phones, type, or clean.

It is good to be able to pick the time and the place you work. But you may also want to change your sleep time so you get a job you like.

Be sure to choose what makes YOU feel good and gives you the most chances to do well.

QUESTIONS

1. When do you want to work, days or nights?

2. Do you want to work inside or outside?

3. What jobs do you want that will let you work where and when you choose?

C. Who will watch the kids?

Are your kids--if you have kids--old enough to be home alone and be safe there? If not, who will watch them?

You may have to pick your work hours to fit in with the hours your sitter will work for you.

QUESTIONS

1. Who will watch your children for you?

2. When will your sitter be able to watch the kids?

3. What hours and kinds of jobs will you have to pick so you can get a good sitter?

D. How do you feel?

How you feel can help or hurt how well you do your work. When you have a cold, do you feel like doing a lot, or do you just want to sleep and watch TV? Can you do a good job if you are in a lot of pain?

When you pick a job, you need to pick one that your body will let you do.

So if you cannot stand on your feet all day, you would not want to work as a food server or cook. You should then get a job that lets you sit a lot, like one where you answer phones all day.

The way you think can also help or hurt you. If doing too many things at once makes your mind race, you must pick a job that will let you do only work that keeps you calm and cool.

You will do a better job if you pick one that fits in with the way you think and feel.

QUESTIONS

1. What kind of health problems do you have?

2. What jobs do you think your health will let you do?

3. Are there any jobs you want that your health will not let you do?

4. If so, what can you do to feel better so you can get these jobs?

E. How much schooling have you had?

To get a job right now, you need to look for one that you can do with the schooling you have so far.

If you left school in grade school or the early years of high school, The Jobs Finder shows only 23 jobs you may be able to get right now:

> Teamster, Laundry Worker, Offset-Press Operator, Logger, Machine Operator, Tool Crib Attendant, Groundskeeper, Knitter, Parking Lot Attendant, Soda Clerk, Elevator Operator, Stock Clerk, Kitchen Helper, Warehouse Worker, Fisher, Track Layer, Forklift Operator, Truck Driver, Spinner, Bellhop, Manicurist, Messenger, Duplicating Machine Operator.

Many jobs--478 listed in The Jobs Finder--today ask you to finish high school or get a GED. If you return to school, you may find better-paying jobs such as these:

> Projectionist, Lab Tester, Manager, Sales Clerk, Travel Guide, Mail Carrier, Postmaster, Secretary, Supervisor.

So what do you do if you want a better job than what you can get right now?

You have two choices. First, you can try right now to get the job you want. If you are good at that kind of work, you may be able to get the job anyway. Second, you may want to hold off getting a job and go back to school. That way, you will really be able to get that job when you finish your classes.

If you choose to go back to school, you will need to remember why you left school long ago. Was it because you were sick? Was it because you had kids to raise? Was it because the teacher went too fast? Was it because when you looked at a book, all the letters seemed mixed up or backwards to you? Was it because you just could not sit still?

When you tell your social worker, counselor, or probation officer you want to go back to school and why you left, you can ask where classes are for people who left school for the same reason you did. The teachers there know how to give you the time and help you need.

QUESTIONS

1. How many years did you go to school?

2. Why did you leave?

3. What jobs do you want that your schooling will allow you to have?

4. If you want a job for which you need more classes, what will you do?

F. What has already happened to you?

If you have never had a job, or had trouble with past jobs, drugs, the law, or your home life, you need to think of how these things will help or hurt you as you pick the kind of work you want.

If this job is your first, you need to really know what you can do well. First jobs are harder to get because you do not have a list of ex-bosses who can say you work hard.

Maybe you have not worked in years, worked at a lot of jobs for just a little bit of time, or have been laid off or fired a lot. Do you want to go back to this kind of job or get a different one? What will you do?

If you spent time in jail or prison or kicking a drug habit, you may already see that these are years in which you may not have had a job. And some jobs will not be open to you because of this part of your past.

Also, maybe you did not work because you stayed home to take care of someone who was sick or lived in a home full of anger, shouting, hitting and fear, where the person you lived with never let you work. What will you do?

For your own sake, you need to remember what has happened, think of what job skills you do have now, and get work where who you are is more important than what you did long ago.

Work very hard to prove how good you are. You have much to give to a job, no matter what your past. Keep looking for what you want.

QUESTIONS

1. In your past, what has happened that may cause you to look only for bosses who would understand you and your experiences?

2. What kind of work do you think you can still get?

3. If this is not what you want to do, what kind of jobs do you want, no matter what happened long ago?

4. How can you make sure a company knows that you can do the job, no matter what happened long ago?

5. If you need help because of what happened long ago, who will help? How?

THE BIG QUESTION

Now that you have looked at what you know how to do, what you want to do, and what you have done, what kind of work will fit in with the way you will get to work, the hours you can work, the needs of your family and your health, the classes you have had so far, and your past? Take time to think about all of this.

UNIT TWO
Where Do You Find Out About Jobs?

Do you know that only 1 out of every 10 workers gets a job through an ad in the paper? That means that everybody else found jobs some other way. What is their secret?

There is no secret. These people LOOK EVERYWHERE and ASK EVERYONE about jobs, everywhere they go.

Why? As they ask more and more people, they hear about more and more jobs.

You may not want to tell everyone you are looking for a job. This is normal.

But remember that 9 out of 10 jobs are out there right now, waiting for you. If you ask about work, you will find out where these jobs are.

Or you may not want to ask because you know you will be told, "We do not have any jobs open now." It hurts to always hear NO.

Then what do you do? If you hear NO, you ask if there are other companies who might need you, or if there are other people who know of jobs. And then you talk to those people. And you keep on doing this until you get a job. This is called "getting a network."

But how do you start making your network? You start right where you are now.

A. Friends, neighbors, relatives, and ministers

The chances are very good that these people know of jobs you might want. Ministers are very good leads because they know many people and local groups.

So if you have 10 friends and neighbors, 5 relatives, and a minister who know you want work, there are 16 people in your network already! And if they do not know of any jobs now, they will be trying to find out about some for you. That will help you get started.

QUESTIONS

1. How many people do you know well in town? Make a list of their names, addresses and phone numbers.

B. Case workers

Think of how many people your case worker meets in a day, how many agencies she knows about, and how much she knows about state jobs and job skills classes!

Talk to your case worker. Ask about jobs and classes. Check the walls of the state aid building for news about jobs. You may get a job this way.

QUESTIONS

1. If you have a case worker, what is her name, address, and phone number?

2. What kind of job will you tell her you want? Or what kind of classes do you want to take?

C. Company employment offices

Unless a company has a sign on its gate or door that says NO JOBS HERE, you may go in, ask about work, and fill out some papers.

Sometimes you will find news about jobs taped to the walls in an office. Or you may have to ask someone for a list of jobs that are open. Check the list with care. Remember what kind of job you want, and see if you find one you like at the company.

Before you visit the company, you should call and ask when they take applications. Many times, a company only sees job seekers on set days or at set times. You will save money and time by only going when the company is open.

QUESTIONS

1. For what companies would you like to work? What are their addresses and phone numbers?

2. What hours or days do they take applications?

D. School offices

Even if you do not go to school right now, you can go to any school or college employment office, and find out about what jobs they have for you.

If you know anyone who works at a school, ask him if he knows of any jobs for you there. Why? Many people who work at schools know about jobs before ads go in the paper. Why? First, school workers know the news first because they hear it right away. Second, most schools let their workers try for jobs first, then ask for others to come in and try. Most companies do this, too.

Imagine how good you will feel if you get hired because YOU GOT THERE FIRST!

QUESTIONS

1. What are the names, addresses, and phone numbers of schools you like or that are near you?

2. What kind of jobs do they have that you want?

3. When do they take applications?

E. Unions

Unions often know about good jobs at a company before anyone else. Why? A company will promise a union to give its people first chance at the work.

Unions keep files on new jobs. They put ads for work on the walls. They let their people wait for work news at "hiring halls"--offices set up to find jobs.

Unions also only help people with set kinds of skills. One union might only work with bus drivers. Another may only help phone operators.

But unions only help their members. To be a member, you have to pay dues--weekly or monthly sums of money.

QUESTIONS

1. If you ever belonged to a union, what is its address and phone number?

2. Do you want to join a union to get a job? (Remember, some jobs MAKE you join unions.)

F. City, county, state, and federal office buildings

In city, county, state, and federal office buildings, there are employment offices with books FULL of job openings.

You can go there, look at the lists, and apply for jobs during business hours, usually 9:00 a.m. to 4:00 p.m.

It is important to know that not all of these jobs are open right now. These offices will tell you when the kind of job you want is open.

Also, people who already have these jobs like to keep them until they retire, so it may be a LONG time before you hear about a job. You will need to apply at other places, too.

QUESTIONS

1. Where are the city, county, state, and federal employment offices here in St. Louis?

2. What hours will they take applications?

3. What jobs do you want with them?

G. Private employment agencies

There are two kinds of these agencies.

The first kind asks YOU to pay THEM money so they will find you work. You pay a lot of money, too. If they get you a job that pays $10,000 a year, they may take $2,000 of that as a "finder's fee." That leaves you with only $8,000 for a whole year.

They often want more money as a down payment before they will start trying to find you a job.

The second kind of agency asks THE COMPANY THAT HIRES YOU to pay a fee once you agree to take the job they find for you. YOU get their help for FREE!

What's good about this is that you add that many more people to your list of people who are looking for work you can do.

But this also takes a long time. These agencies look for jobs for hundreds of people.

You can find out about these agencies from phone books, newspapers, and by calling them. If an ad says, "Fee Paid", that means YOU PAY. Ask the agencies you call about their search and who pays for it. Do not sign any papers until you read them and know what all the words mean.

QUESTIONS

1. What are the names, addresses and phone numbers of three employment agencies?

2. What kind of jobs can they find for you?

H. Temporary agencies

One good way to work a little, earn money, and maybe find a full-time job right now is to do temporary or "temp" work.

Temporary agencies do not charge YOU money.

To work for them, you take tests and talk to people, just like you do for full-time work. (This also lets you practice your skills.) Then, you work where the agencies send you, for as long as each temp job lasts.

While you are at a temp job, you can find out about what jobs the company has for you (if any), and if you like the company or not.

Temp work does not last long, though. You may work two days a week, seven days, or as many days as the work lasts. So you will need to ask yourself if you would want both to work and look for work at the same time.

QUESTIONS

1. What are the names, addresses, and phone numbers of three temporary agencies?

2. What kind of jobs will they find for you?

I. Newspaper ads

Ads can be a good way to learn about jobs. But they are only ONE place to look.

Remember that one kind of job may appear in the paper under two or more names.

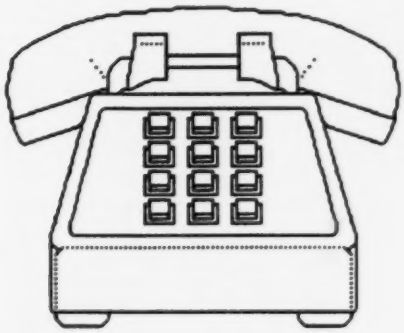
Think of what a waitress does. She might be called a waitress, a food server, a server, or a hostess. And because she works in a restaurant, deli, or cafeteria, she will have to look in the paper under restaurant, deli, cafeteria, waitress, food server, server, and hostess--ALL those names--to find all the jobs that need someone with her skills.

So it is good to look at almost all the ads in the paper. This way, you will be sure to find ALL the jobs you know how to do.

QUESTIONS

1. Think of the kind of work you want. Under what names do you think you will find ads?

2. Now look in the paper. Write down all the names that describe this kind of work.



J. Cold calling

Cold calling means calling, visiting, or writing companies to see if they have work. Why is it cold? It's cold because no one asked you to call. You really are out in the cold, trying to get in to get a job. And people may seem cold to you, not friendly, not helpful.

Cold calling can let you talk to a lot of people. But it takes a lot of time. And you will hear NO a lot. That can hurt.

When you hear NO, ask if they know of someone else who wants a worker like you. This is also good to do if you get turned down for a job. Remember that this is also networking.

So what are the rules for cold calling?

1. BE POLITE. Thank everyone who helps you. Ask for help. Use "please" a lot.

2. Use a good phone voice. Try to talk with other people who will tell you how you sound before you call anyone. Speak clearly.

3. When you call, ask for the Personnel Office. Get the name of the person who talks to you. Use the person's name while you two talk.

4. Know what kind of job you want. Do not say, "I'll do ANYTHING!"

5. Keep lists of places you called, people you talked to, and names and numbers you were given. Call again in a couple of weeks. Just because there is no work there today does not mean that the same will be true next week. NO is not forever.

QUESTIONS

1. List the names, addresses, and numbers of three companies you like.

2. Call these places to ask about openings for a kind of job you like. What happened?

K. Your own ads

You sometimes see ads listed in the paper under the heading SITUATIONS WANTED, in which people ask for work. One of them might say this:

> Waitress with 10 years exp. wants to work for big hotel. Call 555-1212 between 8 and 4.

Is it a good idea to do this? No, and here's why.

1. It costs you money.

2. Companies do not look for workers this way.

QUESTION

1. Find an ad under SITUATIONS WANTED. What is wrong or right about the ad?

UNIT THREE
How Do You Apply?

Once you know where you want to work, you will need to go there and fill out a job application.

A job application asks you to tell who you are, where you live, what kind of work you want, how much training you have had, where you have worked, and who you know that can say you will be a good worker--your references.

First, when you go to a company, be sure to take some items with you.

a. Two No. 2 lead pencils and two ink pens.

b. A list of 5 references' names, addresses, and phone numbers.

c. Lists of the schools you went to, the places you worked, and what you did.

d. A list of the kind of jobs you can do.

With all of these items, you will be able to get done fast. That way, you can go to more companies and fill out more applications.

Here are the most common parts of a job application.

1. Date--This asks for today's date.

2. Name--Be sure to write it the way the company wants. Check to see if your last name or your first name goes on the line first.

3. Present address--This means where you live now.

4. Permanent address--This means where you live all the time. Often this will be the same as where you live now.

5. Phone number--List day and evening numbers where you are or where you can get messages.

6. Social Security Number--By law, you must put this down. If you do not have one, apply for one at your Social Security office. Until you get a number, say that you have applied for one.

7. Employment desired--position--This asks for the kind of job you want.

8. Date you can start--When can you begin work?

9. Salary desired--How much money do you want? It is a good idea to check the paper, see how much other companies pay people with your skills, then ask for that much or a little less. That way, you don't lose a chance at a job because you wanted too much money.

10. Are you employed now?--This asks if you have a job now. It's O.K. to say No.

11. May we inquire of your present employer?--Here, they want to know if they can call your boss and ask about you. If you don't like that idea, it's O.K. to put NO.

12. Ever applied to this company before?--This asks if you've ever been there before to apply for a job.

13. Education--Name and location--This asks you to write the name of the school and the city and state where the school was. If it asks for address, you will need to write the street and number, too.

14. Years attended and graduated--Here you need to list how many years you went to school at each place and if you got a diploma or not.

15. Special courses--Did you take any other classes that will help you do a good job?

16. Clubs, organizations, and hobbies--What kind of groups do you belong to, and what do you do in your spare time? (TV is not a hobby.)

17. Former employers--Here you list all the places you've worked. Be sure to list them in the order the directions want. "Reverse order" means to list them starting with this year and going backwards in time.

18. Personal references--Here you need names, addresses, and phone numbers of people who can say you are a good worker. Try to pick people who are not relatives, who do not live with you, and who have known you at least six months.

Now that you know about the main parts of a job application, you will also need to know about a few rules that will help you do well, and maybe get you an interview.

1. Do what the paper says to do. If it says use ink, do so. Following rules on paper shows people you can do what you're told.

2. Be neat. Put a line through an error, or erase it.

3. Do not leave any question blank. Write NO, NONE, or draw a small line in the line if the question does not apply to you.

4. Be correct. Ask for help if you have trouble or do not know how to spell a word.

5. Be polite. You are being looked over from the minute you walk in the door.

6. Dress neatly and cleanly, just like you would for the job itself. Sometimes you get an interview on the same day.

7. Go alone. Leave kids with a sitter. Let your driver stay somewhere else until you are done.

QUESTIONS

Practice your skills by filling out the application your teacher gives you. It will be given to a local company when you are done.

UNIT FOUR
What Do You Say?

Once you get a call or letter saying you need to come in for a talk with a company official, you begin the most important part of the job search: the interview.

Many people think the application is the hardest part. But it's only a piece of paper. It cannot tell someone how you feel, how you dress, or who you are as a person. The fact is that you will be hired for two reasons: one, because you are a good worker, and two, because you are a likeable person.

People see the way you dress first. Try to dress like you would at the job itself. All clothes should be neat, clean, and ironed.

Make sure YOU are clean and neat, too. Your teeth should be brushed, your hair washed and set (if needed), and your body scrubbed. Make sure you smell nice.

Be sure to get ready early enough to be at the company **ON TIME**.

If you eat a meal before you leave, it will feed your body, help you think better, and keep your stomach quiet.

Have with you the lists of references, places you worked, schools you went to, hobbies, kinds of jobs you want, an idea of how much money you want, and other information you think you might need. Look them over before you leave. That way, you will remember easily.

Before you go, think of some questions YOU want to ask. Do not ask about vacations, pay, bonuses, or benefits. Let the other person tell you that. Instead, you might ask about what kind of work you'll do, who your boss will be, how much training you will get, and other questions about the job.

It is also a good idea to know about the place where you will interview. Find out what they make or do, how long they have been in business, what they will do in the future. Try to say this while you interview. It shows the company you care about what they do.

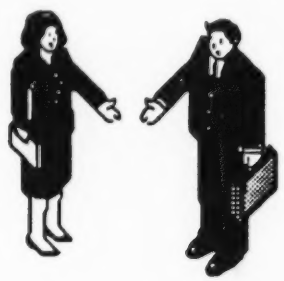
Be able to say why you are the best person for the job. Know what makes you special.

Take some paper, pens, and pencils with you. You may need to copy names and phone numbers or take tests before someone talks to you.

GO ALONE! If someone drives you there, ask that person to wait for you nearby.

Be polite. Tell the person at the front desk who you are, who you have to see, and why you are there.

When someone comes to greet you, be sure to shake hands with him, get his name, and give him your name. Remember his name, and use it while you talk. It shows you pay attention.



Let the other person control the scene. Stand until you are told to sit. Let him do most of the talking. Wait until he stops talking before you start. Let him end the interview, too.

Keep gum, candy, and food out of your mouth. Do not take food or drink if it is offered to you.

Look the other person in the eye while you talk. This tells him you can work face-to-face with people. Sitting up straight will be helpful here.

Always tell the truth. But find a way to tell the truth that does not hurt you or someone else. So if you were fired because someone hassled you, say that you did not know how to get along with people then, but that you are much better at it now. Then talk about how you ARE better.

Stay positive. Remember that you have a right to feel good about yourself. Talk about what you can do, how you have improved yourself, what you liked about past jobs and the company where you are interviewing, and what you know well.

Staying positive will help you while you interview as well as after. Remember to ask when they will choose who gets the job and if you will be told when the choice is made. Ask for names and numbers of other companies that might like to hire you. Then call those places. That way, one NO will not mean as much.

Because it is important for you to know what you may be asked, here are some questions and some ideas about how to answer them.

1. WHAT KIND OF JOB DO YOU WANT?

Be sure to only ask for one kind of job. Be sure to say what you like about the job, such as you get to work outside, meet a lot of people, or whatever.

2. WHAT KIND OF EXPERIENCE DO YOU HAVE FOR THIS JOB?

Tell what you've done that makes you able to do this job. If you have never worked, say so, but also talk about what you can do now, such as learn quickly, work fast, or anything else you do well.

3. WHAT DID YOU DO AT YOUR LAST JOB?

Talk about what you liked and what you used to do that will help you now.

4. WHY DID YOU LEAVE YOUR LAST JOB?

Tell the truth, but talk about how you are different now, how you have more skills, get along better with people, or other positive things.

5. WHAT DID YOU THINK OF YOUR EX-BOSS OR CO-WORKERS?

Be careful. Talk about what you learned, what you liked, how they helped you do well at your job.

6. WHY DO YOU WANT TO WORK HERE?

Talk about what you like--their product, the people, the chance to learn new skills.

7. WHAT HAVE YOU LEARNED FROM THE JOBS YOU'VE HAD?

Talk about what you do better now, how you've grown as a person.

8. WHAT TRAINING HAVE YOU HAD?

Tell about the classes you've had and what you know from day-to-day living (which can be a lot) that will help you today.

9. WHY DID YOU LEAVE SCHOOL?

Again, be honest, but be careful of how you give your answer. If classes were too hard, talk about how much easier learning is for you now. If children kept you at home, say you left to take care of your family. Do not put yourself down. You have a right to show others you feel good about yourself.

10. HOW MUCH PAY DO YOU WANT?

Remember to ask for what most other jobs like this one offer, or a little less.

11. WHY HAVE YOU BEEN OUT OF WORK FOR SO LONG?

Just as in Question 9, talk about this in an upbeat way. You have a right to keep your personal life to yourself, too, so choose to do so. If you were ill a lot, had kids, or other reasons for not working, be honest, but make sure to say why and how your life is better now, and how very much you want to work now.

QUESTIONS

Imagine that you are being interviewed for a job you want at a company you like.

1. What company will you choose?

2. What job do you want?

3. What will you wear to the interview?

4. What will you say if someone asks this?

   a. What do you know now that will help you do this job?

   b. Why do you want to work here?

c. Why are you out of work now?

UNIT FIVE
What Do You Do While You Wait For An Offer?

Once the interview is over, you will be waiting for that call that says WE WANT YOU!

So what do you do until then?

First, you must keep looking. You may only get one job offer for every 10 companies you visit. This does not mean that they don't want you; it just means that they have too many other people who want the job. It is not your fault.

Second, you should keep in touch with all the companies you have visited. Ask about other places that are hiring. Call back every two weeks to see if there are any more openings. Ask, ask, ask everyone and everywhere about jobs. You can even use a trip to the grocery store to apply there for work.

Third, you must keep telling yourself that you will get a job, that you have good skills, and that you will do well. Looking for a job robs you of strength, good feeling, and energy sometimes. It hurts to always be turned down and to have to go somewhere else.

Fourth, keep people around you who will help you feel good about yourself. Get friends to help you practice interviewing. Ask them to tell you what you are doing well and what you need to change. And practice, practice, practice doing everything you can to be ready for a job.

QUESTIONS

1. What will you do to keep yourself feeling good while you are looking for work?

2. Who can you ask for help when you feel bad?

UNIT SIX
How Do You Fit In At Work?

Once you get a job, you may think the hard part is over. It is not. Now, you will have to learn company rules, get along with a lot of new people, learn new ways of doing things, and try to learn your job all at the same time. It can be tough, but you will be able to do well if you just remember some of the things you have been doing all along as you have been looking for work.

One, you should always be on time--or even a little early. Call in when you will be late or are sick. This shows the company you care about what happens when you are not there.

Remember that your boss may let you go because you are late or absent. It is legal for him to fire you when you do not show up for work--even one time. So find out what your company rules are about lateness, absences, and illnesses. Follow them completely.

Two, always be neat, clean, and pressed. This shows you like yourself, care how you look, and want to fit in with everyone else in the company.

Three, make sure you clock in and out when you are due. This way, you get all the pay for which you work.

Four, follow the company rules. This way, you will feel like a part of the company.

Five, get along with your bosses. This will make your job easier. And most people who get raises or better jobs at an office do so because their bosses told other people about their good work.

Six, get along with other people. They will feel more like helping you, and you will feel like part of a team.

QUESTIONS

1. What will you do to get to work on time?

2. What will you do to try to get along with your bosses?

3. What will you do to get along with other workers?

CONCLUSION

CONGRATULATIONS! You have reached the end of the lessons. You have done well and learned much.

Because keeping up with other people is so important today, do sign up for GED or other adult classes. It will help you make your dreams real in even more ways.

Good luck. You are special and worth a lot.